

**Subject:** RE: Requesting a W-9 Form  
**From:** Amy Mendonca <AMendonca@ccala.org>  
**Date:** 01/30/2017 11:30 AM  
**To:** Dawn Alexander <beverly.dawn@gmail.com>, Jenna Hawes <jennahawes@gmail.com>  
**CC:** Joan Noble <JNoble@downtownla.com>

The deadline is tomorrow, so we desperately need them today. Our accountant Joan is working on the exact numbers, so I will send that information to you shortly. There is a free app I've used in the past called "Scanner" that creates scanned pdfs out of your pictures. Maybe you could use that to send us the W-9s.

Amy

---

**From:** Dawn Alexander [mailto:beverly.dawn@gmail.com]  
**Sent:** Monday, January 30, 2017 11:25 AM  
**To:** Amy Mendonca <AMendonca@ccala.org>  
**Cc:** Jenna Hawes <jennahawes@gmail.com>  
**Subject:** Re: Requesting a W-9 Form

We don't have immediate access to a scanner. We can try to send you the forms this week or we could mail to you but with scanning and emailing it will take us a few days.

Sincerely,  
Dawn B Alexander

On Jan 30, 2017, at 11:09 AM, Amy Mendonca <[AMendonca@ccala.org](mailto:AMendonca@ccala.org)> wrote:

Hi Jenna (and Dawn),

Though Jenna was initially the only one we needed a W-9 form from, we believe that could have been a clerical error. Just in case, Dawn could you also fill out a W-9 and sent it to [jnoble@downtownla.com](mailto:jnoble@downtownla.com)? That way, we have one on file if we need it. Thank you!

Amy

**From:** Jenna Hawes [mailto:[jennahawes@gmail.com](mailto:jennahawes@gmail.com)]  
**Sent:** Monday, January 30, 2017 10:51 AM  
**To:** Amy Mendonca <[AMendonca@ccala.org](mailto:AMendonca@ccala.org)>; [Beverly.dawn@gmail.com](mailto:Beverly.dawn@gmail.com)  
**Subject:** Re: FW: Requesting a W-9 Form

Also,

Dawn Alexander is my business partner and we both worked the event for DCBID- she has yet to get an email from you. We are curious to know if she needs to fill out a w9 as well, or if the whole payment was made to just me, Jenna? We each received a check in our individual names for the work we did.

Let me know,

Thanks!

Jenna

On Mon, Jan 30, 2017 at 10:46 AM Amy Mendonca <[AMendonca@ccala.org](mailto:AMendonca@ccala.org)> wrote:

Hello,

Thank you. That will be fine. Please send the completed W-9 to  
[jnoble@downtownla.com](mailto:jnoble@downtownla.com)

Amy Mendonca

**From:** Jenna Hawes [mailto:[jennahawes@gmail.com](mailto:jennahawes@gmail.com)]

**Sent:** Monday, January 30, 2017 10:44 AM

**To:** Amy Mendonca <[AMendonca@ccala.org](mailto:AMendonca@ccala.org)>

**Subject:** Re: FW: Requesting a W-9 Form

Hello,

Sorry for the delay... I won't be able to get it to you just now- i am not in the office. I will be later this afternoon. Hope this works.

Jenna

On Mon, Jan 30, 2017 at 10:41 AM Amy Mendonca <[AMendonca@ccala.org](mailto:AMendonca@ccala.org)> wrote:

Hello Ms. Hawes,

We desperately need the W-9 today. Please fill it out, and send it back asap. If you have any questions, you can reach me at (213)

416-7519.

Amy Mendonca

---

**From:** Amy Mendonca

**Sent:** Friday, January 27, 2017 11:07 AM

**To:** '[jennahawes@gmail.com](mailto:jennahawes@gmail.com)' <[jennahawes@gmail.com](mailto:jennahawes@gmail.com)>

**Subject:** Requesting a W-9 Form

Dear Ms. Hawes,

My name is Amy Mendonca, and I am contacting you on behalf of the Downtown Center Business Improvement District. We worked with you this year and we would like to request a W-9

form for our taxes. Please send the completed W-9 to Joan Noble

at [jnoble@downtownla.com](mailto:jnoble@downtownla.com). Thank you, and have a wonderful day.

Amy



--	--





-

-

-

**Amy Mendonca**

Office Assistant

-

-

-

[626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017](#)

[office: \(213\) 416-7519 | fax: \(213\)](#)

[624-0858](#)

-

-

-

[amendonca@ccala.org](mailto:amendonca@ccala.org)

[ccala.org](http://ccala.org)

-

-

-

[illegible]

—

—

—

100%

—

1

100

—

—

100

—

—

—

—

—

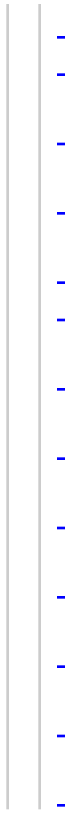
Facebook

## Twitter

—

—

10



<IRS W-9.pdf>